

QUICK REFERENCE FOR TITLE I SCHOOL IMPROVEMENT FOR 2008-09

OVERVIEW OF TITLE I SCHOOL IMPROVEMENT STATUS

Not Making Adequate Yearly Progress (AYP)	School Improvement Status	Phase	Consequences
One year	Not applicable	Not applicable	Not applicable
Two (consecutive) years	Tier 1	1st year of school improvement	<ul style="list-style-type: none"> • Notification to parents • Option to transfer • Revise school improvement plan (by Nov. 1) <ul style="list-style-type: none"> ▪ 10% for PD from school's Title I allocation
Three years	Tier 2	2nd year of school improvement	<ul style="list-style-type: none"> • Notification to parents • Option to transfer • Revise school improvement plan (by Nov. 1) <ul style="list-style-type: none"> ▪ 10% for PD from school's Title I allocation • Supplemental Educational Services
Four years	Tier 3	Corrective action	<ul style="list-style-type: none"> • Notification to parents • Option to transfer • Supplemental Educational Services • Significant intervention by the district
Five years	Tier 4	Restructuring plan/ 2nd year of corrective action	<ul style="list-style-type: none"> • Notification to parents • Option to transfer • Supplemental Educational Services • Significant intervention by the district • Develop restructuring plan
Six years	Tier 5	Implementation of restructuring plan	<ul style="list-style-type: none"> • Notification to parents • Option to transfer • Supplemental Educational Services • Implement restructuring plan
Seven years	Tier 5, 2 nd Year	Implementation of restructuring plan	<ul style="list-style-type: none"> • Notification to parents • Option to transfer • Supplemental Educational Services • Continue to implement restructuring plan (Evaluate implementation and impact on student achievement; revise if needed)

Note: The following charts provide specific information regarding implementing the consequences for each tier. **The timeframes for each tier of consequences match the August 1 release of the NCLB 2008 data/reports. The timeframes apply only to the 2008-09 school year.** You need to review all of the charts in order to understand the requirements. Contact the KDE Title I consultants assigned to your district to discuss any aspect of Title I school improvement. For example, you may want to discuss your notification to parents to ensure that it is parent friendly and contains all of the requirements.

QUICK REFERENCE OF CONSEQUENCES FOR TIER 1 SCHOOLS

Note: The following chart offers a brief summary of the consequences, suggestions for implementation, and timelines for the **district** Title I coordinator to use when the district has Title I schools identified for Tier 1 consequences under the No Child Left Behind Act. Please refer to Title I School Improvement section in *Title I Handbook* for detailed information. **The timeframes match the August 1 release of the NCLB data/reports for 2008-09.**

Consequences	Implementing Consequences – Tier 1 School	Timeframe for 2008-09
Notification to Parents	<ol style="list-style-type: none"> District develops a notification that must include: <ul style="list-style-type: none"> Explanation of what identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the district and the state; Reason for identification; Explanation of what school is doing to address the problem of low achievement; Explanation of what district or state is doing to help address the achievement problem; Explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for improvement; Explanation of the parents' option to transfer their child to another public school. District meets with school leadership to inform them about improvement status, consequences and discuss how parents can be involved. District mails notification to parents of all students in identified school. 	<p>District -</p> <ol style="list-style-type: none"> Use the information and sample notification on pages 13-17 to develop notification to have ready for Title I schools that have not made adequate yearly progress (AYP) for one year and may move to Tier 1. NCLB 2008 data/reports were made publicly available on August 4. Meet with school staff no later than Aug. 14. Mail notification as soon as possible after data is publicly available (no later than August 18).
Option to Transfer	<ol style="list-style-type: none"> District determines an amount up to 20% of Title I allocation for transportation (may come from any source) for the option to transfer. District leadership determines schools within district to be offered as choice. If there are 2 or more schools that are not identified for improvement, at least 2 schools must be offered as choice. Choice may not be denied based on program availability, feasibility of transportation, and availability of space. Every student enrolled in a Title I school in improvement who wishes to transfer to a school that is not in need of improvement must have that opportunity. 	<ol style="list-style-type: none"> Indicate amount and source on 2008-09 Title I Ranking Report due August 30 to title1reports@education.ky.gov Determine choice schools prior to release of NCLB data/reports.

Consequences	Implementing Consequences – Tier 1 School	Timeframe for 2008-09
Option to Transfer (continued)	<ol style="list-style-type: none"> 3. If the option to transfer is not available because there is only one school at a grade level or all schools at a grade level are identified for improvement, the district superintendent (or designee) must contact (at least 2) neighboring districts about entering into cooperative agreement to permit transfers. If an agreement cannot be arranged, the district must include an explanation in the notification of why choice is not available. For example, schools at the same grade level in neighboring districts may also have missed AYP for 2 or more years. 4. District conducts a parent meeting at the school level to discuss school improvement including schools of choice and timeline for parents to choose a school (from schools offered). If choice is not available (see #3), then district explains this at parent meeting and emphasizes improvements at school. 5. District makes final decision on school each child will attend and notifies parents. Parents are given an option to decline transfer. 6. District transports students to school of choice. 	<ol style="list-style-type: none"> 3. Contact neighboring districts prior to release of NCLB data/reports. 4. Conduct parent meeting as soon as possible after notification has been sent. 5. Give parents 2 weeks to select first and second choices. After district makes final decision, give parents time to decline transfer. 6. Students must be in new (choice) school as soon as possible (no later than Sept. 2, 2008).
Revision of School Improvement Plan	<ol style="list-style-type: none"> 1. District assists school in analyzing assessment data. 2. School revises school improvement plan (CSIP) and submits to district. The revised plan must: <ul style="list-style-type: none"> • Incorporate scientifically-based research strategies • Adopt practices to ensure that all groups meet proficiency • Incorporate, as appropriate, school extension activities • Include strategies to promote effective parental involvement (partners in educating their children) • Incorporate teacher-mentoring program (novice teachers with more experienced teachers) 3. District conducts peer review of CSIP. Reviewers should include teachers and administrators from successful schools or districts. 	<ol style="list-style-type: none"> 1. Assist schools as soon as possible after identification. 2. Monitor so that school revises plan no later than three months after identification (no later than November 1). 3. Conduct peer review no later than 45 days after CSIP revised (no later than December 15).

Consequences	Implementing Consequences – Tier 1 School	Timeframe for 2008-09
<p><i>Revision of School Improvement Plan</i> (continued)</p>	<p>4. District works with school to make changes and approves revisions. Documentation of plan, peer review, etc. is kept on file at the district office.</p> <p>5. School plans PD based on revised CSIP and spends 10% of Title I allocation for PD for each fiscal year of identification. The PD funds are used to provide teachers, paraeducators, and principals in the school with high-quality PD that:</p> <ul style="list-style-type: none"> • Directly addresses academic achievement problem (such as increasing content knowledge, using of scientifically-based instructional strategies, aligning classroom activities with content standards and assessments; training to analyze classroom and school-level data and use data to inform instruction) • Meets requirements for highly qualified teachers and paraeducators • Is provided in a manner that increased opportunity for participation. 	<p>4. Work with school to make changes as soon as possible after review. Monitor implementation of plan.</p> <p>5. Ensure that PD begins as soon as possible after revising CSIP.</p>

QUICK REFERENCE OF CONSEQUENCES FOR TIER 2 SCHOOLS

Note: The following chart offers a brief summary of the consequences, suggestions for implementation, and timelines for the **district** Title I coordinator to use when the district has Title I schools identified for Tier 2 consequences under the No Child Left Behind Act. Please refer to the document, *Policies & Procedures for Supplemental Educational Services*, for detailed information. **The timeframes match the August 1 release of the NCLB data/reports for 2008-09 only.**

Consequences	Implementing Consequences – Tier 2 School	Timeframe for 2008-09
Notification to Parents	<ol style="list-style-type: none"> Same as those for Tier 1 schools; add supplemental educational services for students eligible for free/reduced lunch. Parents of all students must be notified of the progress made by the school. Parents must receive information on the option to transfer (all parents) and on supplemental educational services (parents of students eligible for free/reduced lunch) since parents must choose option to transfer or SES. 	District - <ol style="list-style-type: none"> Annually notify parents. NCLB 2008 data/reports were made publicly available on August 4. Have notification ready including school choice and general SES information; add progress made by school; mail notification as soon as possible after data is publicly available (no later than August 18). If possible, give parents information on option to transfer and SES before beginning of school.
Option to Transfer	<ol style="list-style-type: none"> Same as those for Tier 1 schools. Every student enrolled in a Title I school in improvement who wishes to transfer to a school that is not in need of improvement must have that opportunity. 	<ol style="list-style-type: none"> Annually complete school choice requirements. If possible, students should start at the new school at the beginning of the year. Students must be in new (choice) school as soon as possible (no later than September 2).
Supplemental Educational Services (SES)	<ol style="list-style-type: none"> District notifies parents of students eligible for free/reduced lunch about SES. The initial parent notification does not have to contain the list of SES providers. District determines an amount up to 20% of Title I allocation for transportation and SES (may come from any source). District determines the maximum per-child expenditure by dividing the number of census poverty children into the district Title I allocation. (Amounts are in <i>Directions to Ranking Reports for 2007-08</i>.) 	<ol style="list-style-type: none"> Send general SES information with notification so that parents of students eligible for free/reduced lunch can choose the option to transfer or SES. Indicate amounts and sources on 2008-09 Title I Ranking Report due August 30 to title1reports@education.ky.gov Determine maximum per-child amount prior to entering into contract with providers.

Consequences	Implementing Consequences – Tier 2 School	Timeframe for 2008-09
<p>Supplemental Educational Services (SES) (continued)</p>	<ol style="list-style-type: none"> District obtains approved provider list from KDE website. For information about SES in Kentucky including the approved provider list refer to the Kentucky Department of Education's website at http://www.education.ky.gov/. In the Search box, type in SES to find the SES Downloads Page. The provider list will specify which districts the provider will work in. District sends notification to parents of students eligible for free/reduced lunch with a list of SES providers who will work in the district with information about the services. District sets reasonable initial timeline for parents of eligible students to select a SES provider. District should provide parents various opportunities to review SES provider information (open house, provider fair, computer search, written information). District enters into agreement with providers selected by parents. Provider begins services. District continues to offer SES to eligible students through schools. Document the methods used and students contacted. 	<ol style="list-style-type: none"> Obtain approved provider list as soon as possible after identification. Send parents list as soon as possible after initially notifying parents. Give parents 2 weeks to select a provider. Enter into agreement as soon as possible after parents select providers (no later than September 2, 2008). Work with providers to begin services within 4 weeks of contract being signed (no later than October 1, 2008). Offer SES to parents of eligible students throughout school year, for example, at the end of each grading period and/or parent conferences.
<p>Revision of School Improvement Plan</p>	<ol style="list-style-type: none"> Same as those for Tier 1 schools. School reserves and spends 10% of its Title I allocation for professional development for each fiscal year it is identified for improvement. District conducts peer review of CSIP. Reviewers should include teachers and administrators from successful schools or districts. 	<ol style="list-style-type: none"> Ensure annual reservation and expenditure of 10%. Set 12 month timeline for identified schools to expend PD funds and monitor expenditure of funds. Monitor implementation and impact on student achievement. Conduct peer review no later than 45 days after CSIP revised (no later than December 15).

QUICK REFERENCE OF CONSEQUENCES FOR TIER 3 SCHOOLS

Note: The following chart offers a brief summary of the consequences, suggestions for implementation, and timelines for the **district** Title I coordinator to use when the district has Title I schools identified for Tier 3 consequences under the No Child Left Behind Act. Please refer to Title I School Improvement section in Handbook for detailed information. **The timeframes match the August 1 release of the NCLB data/reports for 2008-09 only.**

Consequences	Implementing Consequences – Tier 3 School	Timeframe for 2008-09
<i>Notification to Parents</i>	<ol style="list-style-type: none"> Same as those for Tier 1 and 2 schools; add that corrective action will be taken toward school. Parents must be notified of the progress made by the school. Parents must receive information on the option to transfer (all parents) and on supplemental educational services (parents of students eligible for free/reduced lunch) since parents must choose option to transfer or SES. 	District - <ol style="list-style-type: none"> Annually notify parents. NCLB 2008 data/reports were made publicly available on August 4. Have notification ready including school choice and general information on SES; corrective action; add progress made by school; mail notification as soon as possible after data is publicly available (no later than August 18). If possible, give parents information on option to transfer and SES before beginning of school.
<i>Option to Transfer</i>	<ol style="list-style-type: none"> Same as those for Tier 1 schools. Every student enrolled in a Title I school in improvement who wishes to transfer to a school that is not in need of improvement must have that opportunity. 	<ol style="list-style-type: none"> Annually complete school choice requirements. If possible, students should start at the new school at the beginning of the year. Students must be in new (choice) school as soon as possible (no later than September 2).
<i>Supplemental Educational Services (SES)</i>	<ol style="list-style-type: none"> Same as those for Tier 2 schools. The initial parent notification does not have to contain the list of SES providers. District sends notification about SES containing list of providers, etc. to parents of students eligible for free/reduced lunch. District continues to offer SES to eligible students through schools. Document the methods used and students contacted. 	<ol style="list-style-type: none"> Send general SES information with notification so that parents of students eligible for free/reduced lunch can choose the option to transfer or SES. Work with providers to begin services within 4 weeks of contract being signed (no later than October 1). Offer SES to parents of eligible students throughout school year, for example, at the end of each grading period and/or parent conferences.

Consequences	Implementing Consequences – Tier 3 School	Timeframe for 2008-09
<i>Revision of School Improvement Plan</i>	<ol style="list-style-type: none"> 1. The school is not required to revise the school improvement plan. This is not applicable to Tier 3. District evaluates impact of 2006-07 revisions to school improvement plans. 2. School is not required to reserve and spend 10% of its 2007-08 Title I allocation for professional development because school is under corrective action from district. District could require expenditure for PD as part of corrective action. 	<ol style="list-style-type: none"> 1. Continue to expend PD funds reserved from 2007-08 until required 10% is expended. Tier 3 school is not required to reserve and spend 10% from their 2008-09 Title I school allocations.
<i>Corrective Action</i>	<ol style="list-style-type: none"> 1. District leadership conducts analysis of instructional schedule at school; personnel positions; placement of staff; and materials and curriculum. 2. District leadership determines corrective action to be taken consistent with state law. Corrective action plan must include at least one of the following: <ul style="list-style-type: none"> • PD likely to improve academic achievement • institute and implement new curriculum and provide PD • extend length of school day or year • replace school staff relevant to the improvement • significantly decrease management authority in school • appoint outside expert to advise school (such as a highly skilled educator) • restructure internal organization of school 3. District submits corrective action plans for Tier 3 schools to (Title I office) Kentucky Department of Education for compliance review. 4. District publishes and disseminates corrective action plan to public and parents. 5. District implements and monitors corrective action plan. 	<ol style="list-style-type: none"> 1. Conduct analysis as soon as possible after identification. 2. Determine corrective action as soon as possible after identification. 3. Submit corrective action plans for Tier 3 schools to KDE as soon as possible (no later than October 1 to title1reports@education.ky.gov) 4. Disseminate corrective action to parents as soon as possible after review (no later than Oct. 15). 5. Implement corrective action as soon as possible after review (no later than October 15). Monitor implementation and impact throughout school year.

QUICK REFERENCE OF CONSEQUENCES FOR TIER 4 SCHOOLS

Note: The following chart offers a brief summary of the consequences, suggestions for implementation, and timelines for the **district** Title I coordinator to use when the district has Title I schools identified for Tier 4 consequences under the No Child Left Behind Act. Please refer to the Title I School Improvement section in the Handbook for detailed information. **The timeframes match the August 1 release of the NCLB data/reports for 2008-09 only.**

Consequences	Implementing Consequences – Tier 4 School	Timeframe for 2008-09
Notification to Parents	<ol style="list-style-type: none"> Same as those for Tier 1, 2, and 3 schools; add that district will be planning for restructuring of school. Parents must be notified of the progress made by the school and the continued corrective action. Parents must receive information on the option to transfer (all parents) and on supplemental educational services (parents of students eligible for free/reduced lunch) since parents must choose option to transfer or SES. 	District - <ol style="list-style-type: none"> Annually notify parents. NCLB 2008 data/reports were made publicly available on August 4. Have notification ready including school choice and general information on SES; corrective action; add progress made by school; mail notification as soon as possible after data is publicly available (no later than August 18). If possible, give parents information on option to transfer and SES before beginning of school.
Option to Transfer	<ol style="list-style-type: none"> Same as those for Tier 1 schools. Every student enrolled in a Title I school in improvement who wishes to transfer to a school that is not in need of improvement must have that opportunity. 	<ol style="list-style-type: none"> Annually complete school choice requirements. If possible, students should start at the new school at the beginning of the year. Students must be in new (choice) school as soon as possible (no later than Sept.2).
Supplemental Educational Services (SES)	<ol style="list-style-type: none"> Same as those for Tier 2 schools. The initial notification does not have to contain the list of SES providers. District sends notification about SES containing list of providers, etc. to parents of students eligible for free/reduced lunch District continues to offer SES to eligible students through schools. Document the methods used and students contacted. 	<ol style="list-style-type: none"> Send general SES information with notification so that parents of students eligible for free/reduced lunch can choose the option to transfer or SES. Work with providers to begin services within 4 weeks of contract being signed (no later than October 1). Offer SES to parents of eligible students throughout school year, for example, at the end of each grading period and/or parent conferences.

Consequences	Implementing Consequences – Tier 4 School	Timeframe for 2008-09
Revision of School Improvement Plan	1. Not applicable to Tier 4 schools. School is not required to reserve and spend 10% of its 2008-09 Title I allocation for professional development because school continues under corrective action from district. District could require expenditure for PD as part of corrective action.	1. NA
Corrective Action	1. District reviews school's progress to date. Corrective action plan continues or is revised.	1. Corrective action continues throughout school year.
Plan for Restructuring	<p>Information regarding restructuring is available in the LEA and School Improvement Non-Regulatory Guidance from the U.S. Department of Education. For the guidance go to: http://www.ed.gov/policy/elsec/guid/schoolimprovementguid.pdf</p> <ol style="list-style-type: none"> If not completed when school was in Tier 3, district conducts analysis of instructional schedule; personnel positions and placement of staff; and materials and curriculum. <ul style="list-style-type: none"> Replace all or most of school staff (including principal) relevant to failure to make AYP (includes moving teachers) Enter into a contract with a management company to operate school Any other major restructuring of school's governance that makes fundamental reforms to improve student achievement (includes changing governance structure of school in significant manner that either diminishes school-based management and decision making or increases, control, monitoring, and oversight of the school's operations and educational program by district) District leadership team discusses and begins planning alternative governance for the school if it moves into Tier 5, including one of the following (consistent with state law): District involves teachers/parents in development of restructuring plan. Submit restructuring plan to (Title I) Kentucky Department of Education for compliance review. District notifies parents and teachers of final plan. 	<ol style="list-style-type: none"> Conduct analysis as soon as possible after identification. Begin planning alternative governance as soon as possible after identification. Involve teachers and parents throughout school year. Submit restructuring plan to KDE as soon as developed (no later than April 1, 2009) to title1reports@education.ky.gov Notify parents and teachers of final plan (no later than May 2009).

QUICK REFERENCE OF CONSEQUENCES FOR TIER 5 SCHOOLS

Note: The following chart offers a brief summary of the consequences, suggestions for implementation, and timelines for the **district** Title I coordinator to use when the district has Title I schools identified for Tier 5 consequences under the No Child Left Behind Act. Please refer to Title I School Improvement in Handbook for detailed information. **The timeframes match the August 1 release of the NCLB data/reports for 2008-09 only.**

Consequences	Implementing Consequences – Tier 5 School	Timeframe for 2008-09
<i>Notification to Parents</i>	<ol style="list-style-type: none"> 1. Same as those for Tier 1, 2, 3, and 4 schools; add that district will be implementing restructuring of school. 2. Parents must be notified of the progress made by the school and the continued corrective action. 3. Parents must receive information on the option to transfer (all parents) and on supplemental educational services (parents of students eligible for free/reduced lunch) since parents must choose option to transfer or SES. 	District - <ol style="list-style-type: none"> 1. Annually notify parents. NCLB 2008 data/reports were made publicly available on August 4. 2. Have notification ready including school choice and general information on SES; restructuring plan; add progress made by school; mail notification as soon as possible after data is publicly available (no later than August 18). 3. If possible, give parents information on option to transfer and SES before beginning of school.
<i>Option to Transfer</i>	<ol style="list-style-type: none"> 1. Same as those for Tier 1 schools. Every student enrolled in a Title I school in improvement who wishes to transfer to a school that is not in need of improvement must have that opportunity. 	<ol style="list-style-type: none"> 1. Annually complete school choice requirements. If possible, students should start at the new school at the beginning of the year. Students must be in new (choice) school as soon as possible (no later than September 2).
<i>Supplemental Educational Services (SES)</i>	<ol style="list-style-type: none"> 1. Same as those for Tier 2 schools. The initial notification does not have to contain the list of SES providers. 2. District sends notification about SES containing list of providers, etc. to parents of students eligible for free/reduced lunch 3. District continues to offer SES to eligible students through schools. Document the methods used and students contacted. 	<ol style="list-style-type: none"> 1. Send general SES information with notification so that parents of students eligible for free/reduced lunch can choose the option to transfer or SES. 2. Work with providers to begin services within 4 weeks of contract being signed (no later than October 1). 3. Offer SES to parents of eligible students throughout school year, for example, at the end of each grading period and/or parent conferences.

Consequences	Implementing Consequences – Tier 5 School	Timeframe for 2008-09
<i>Revision of School Improvement Plan</i>	Not applicable to Tier 5 schools.	NA
<i>Implement Restructuring</i>	<ol style="list-style-type: none"> 1. District implements restructuring plan developed while school was in Tier 4. 2. District monitors alternative governance for impact on student achievement. 	<ol style="list-style-type: none"> 1. Implement restructuring as soon as possible after identification (no later than August 29). 2. Monitor restructuring throughout school year.

Consequences	Implementing Consequences – Tier 5, 2nd Year School	Timeframe for 2008-09
	Continue implementation of all consequences from Tier 5.	
<i>Implement Restructuring</i>	<ol style="list-style-type: none"> 1. District evaluates implementation and impact of restructuring on student achievement. 2. District revises restructuring as needed. 	<ol style="list-style-type: none"> 1. Continue implementation of restructuring; revise as needed. 2. Monitor restructuring throughout school year.

NCLB Parent Notification (Tier 1 Schools)

Each district that has schools identified for improvement, corrective action, or restructuring must notify parents. If the district has Title I schools that did not make adequate yearly progress (AYP) for 2007, then you will want to be ready in case the schools do not make AYP for 2008 and will be identified for improvement and in Tier 1 consequences. You will know definitely if the school will be in Tier 1 consequences when the NCLB reports are publicly available August 1, 2008. The notification must be mailed to all parents by August 18, 2008. A **sample** notification for a Tier 1 school and school choice application are attached. The sample notification and school choice application combine notifications from Fayette County and Christian County. Personalize the information (in red) in the sample notification making sure that **all** of the requirements are included. Sample notifications are also available through TransAct (in Spanish and other languages) and http://www.buildingchoice.org/cs/bc/view/bc_res/366 **Ensure that the notification includes all requirements.**

For Tier 2 and higher schools use the sample notification as a base and add information about the progress made by the school; general information about Supplemental Educational Services so that parents of students eligible for free/reduced lunch can choose the option to transfer or SES; information on corrective action for Tier 3 and Tier 4 schools; information on restructuring plan for Tier 4; and information on implementation of restructuring for Tier 5.

Requirements for Notification to Parents in a Tier 1 School

The notification to **all** parents in a Tier 1 school must include the requirements listed below (Sections 200.37 and 200.44 of Title I Regulations).

- Attachments may be used to provide detailed information to address particular requirements. Indicate in the notification that attachments will be provided.
- The notification may come from the district superintendent or the principal. The district and school must work together to notify parents.
- The notification to parents must be sent through the mail.
- **Information to parents must be in an understandable and uniform format. It must also, to the extent practical, be in a language the parents can understand.**

The notification must include all of the following requirements:

1. Explanation of what identification means and how the school compares in terms of academic achievement to other elementary schools or secondary schools in the district and the state.
2. Reason for identification.
3. Explanation of what school is doing to address the problem of low achievement.
4. Explanation of what district is doing to help the school address the achievement problem.
5. Explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for improvement.
6. Explanation of the parents' option to transfer their child to another public school.
 - The option to transfer must be made available to **all** students in the identified Title I school.
 - If there is more than one school in the district that is not identified for improvement, then the district must offer more than one choice to students. The schools do not have to be served by Title I as long as they are not identified for improvement (2 consecutive years or more or not making AYP.) Information must be included on the academic achievement of the schools that the parent may select.
 - Every student enrolled in a Title I school in improvement who wishes to transfer to a school that is not in need of improvement must have that opportunity.
 - If the option to transfer is **not** available because there is only one school at a grade level or all schools at a grade level are identified for improvement, to the extent practical, the district must enter into cooperative agreements with other nearby school districts to permit transfers. If an agreement cannot be arranged, the district must include an explanation in the notification to parents of why choice is not available.

SAMPLE NCLB PARENT NOTIFICATION (for Tier 1 Schools)

NCLB PARENT NOTIFICATION

(on district or school letterhead)

date

Dear Parent/Guardian:

School is dedicated to providing the best education possible for your child. We are notifying you because, under the federal No Child Left Behind Act (NCLB), school has been identified for Title I school improvement.

In terms of academic achievement, here is how school compares with other schools in the district and in the state. Attach test data and explanations in clear language.

NCLB established a new way of looking at schools that receive federal funds. The law uses test scores to determine whether all groups of students are reaching required levels of performance. Schools that meet 100 percent of their goals are said to have made Adequate Yearly Progress (AYP). But if any single group of students misses the test score goals, a school is designated in need of improvement.

According to the NCLB Report released by the Kentucky Department of Education (KDE), school reached number of targets out of total targets (%) but did not make AYP. The complete NCLB Report is available on the KDE website at <http://www.education.ky.gov/> under NCLB Reports on the QuickLinks, or you may receive a copy of the report by calling phone number.

School is working to improve student achievement by provide personalized examples of things going on in the building—sales pitch the school. i.e.

- Providing a full-time Curriculum Specialist to work with teachers on professional development during the regular school day
- Implementing curriculum maps
- Targeting achievement gaps through the use of scientifically research-based strategies
- Implementing Early Steps and Wilson Reading Programs to assist students with reading problems

School district will help school by providing technical assistance in analyzing data from CATS and student work, identifying and implementing professional development, instructional strategies based on scientifically-based research, analyzing and revising school budget, and in revising the school's comprehensive improvement plan. Personalize the technical assistance that the district will provide to the school.

There are many ways parents may become involved in addressing the academic issues that caused the school to be identified for improvement. You may want to begin by reviewing your child/children's individual school performance. If there are areas of concern in your children's classroom performance, then perhaps the issues can be addressed in less disruptive ways than with a school transfer. Sometimes the "fix" can be as simple as reviewing homework assignments or talking with your child's teacher about interventions available to assist your child. **Personalize ways that parents may become involved in the school.**

Although we are committed to improving **school**, we are notifying you that you may request your child be transferred, at no expense to you, to the same grade level at another public school selected by **district** that has not been identified for school improvement, corrective action, or restructuring.

The following are schools available for transfer. Attached to this notice is information concerning the performance of the school(s). **Attach school report cards for schools along with the school report card for comparison or other information.**

A parent meeting to discuss school improvement issues will be held on **date and time** in the **location**. School choice will also be discussed to assist you in making an informed decision.

If you would like to request a school transfer, please use a separate **"Name of Form"** form for each child and return the form(s) to **name of person and location** or fax to **fax number** by **date**. Failure to meet this deadline will result in loss of your option to request a transfer. A copy of the form is attached and may be duplicated. The district will respond to your request within **number** days of receipt of your request. You will be notified of the school assignment and have the opportunity to continue with the transfer or decline.

Please call **principal at phone number** or **Title I Coordinator at phone number** if you have questions about this information. Thank you for your involvement in your child's education. We look forward to working with you throughout the 2007-08 school year.

Sincerely,

Superintendent's or Principal's Name

Attachments: **Name of Each Attachment**

NCLB School Choice Application for Students at School 2008-09

This form allows you to indicate your choice of schools under the Section 1116 of *No Child Left Behind*. Do **not** complete this form if you do not wish for your child to transfer. **Applications MUST be returned by date.**

Student's Last Name:

Student's First Name:

[illegible]

Date of Birth:

Month	Day	Year

Student's ID Number/Social Security Number:

--	--	--	--	--	--	--	--	--

Grade Level (2007-08): Mark one K 1st 2nd 3rd 4th 5th 6th 7th 8th

Race: *Mark one* _____ American Indian _____ Asian _____ Hispanic _____ African-American _____ White

Student's Address:

Number Street, Including Apartment Number

[illegible]

City State

Zip Code

[illegible]

Parent or Guardian's Last Name:

Parent or Guardian's First Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Parent or Guardian's Home Phone Number:

Parent or Guardian's Work Phone Number:

[illegible]

Indicate your choice of schools below.

<i>Choice School</i>	First Choice	Second Choice
<u>School</u>		
<u>School</u>		

I understand that my child is to remain in the NCLB Choice School until the end of the current Academic Year.

Parent or Guardian Signature: _____

Date of signature: _____

Return Application by **date** to:

Location **OR** Fax Number: **#**